



NYPenn Chapter of ACHMM

www.nypennachmm.org

**Minutes from the February 20, 2008
Meeting**

**Recorded by Julie Harrington, Secretary
Aiello's Ristorante, Whitney Point, NY**

Attendees: Bryan Seal, John Ruspantini, Stacey Whallon, Julie Harrington, Kim Stamberger, Caroline Masia, Tracy Blazicek

Minutes:

1. Read and Adopted minutes from 11/7/07

2. Insurance:

- a. AON Applications submitted – waiting to hear back.
- b. Applications for both D&O and General Liability

3. 2008 Scholarship Program:

- a. Tracy working with BCC – difficult to find point person at college level, Amy to work with Cortland.
- b. Thought – should we tighten up discipline to look at?
- c. Everyone agreed that awarding one \$1000 scholarship is a good amount.

4. Joint meeting with CNY AIHA:

- a. Connected with CNY AIHA on 10/3/07 in Cortland
- b. John R. contacted Herrick Teeter and told him that we are interested in a meeting at the end of March, but has not heard back from him as of yet. We do not have a place nor a date lined up as of yet either.
- c. Committee needed to make arrangements –
 1. John to line up speaker for CHMM
 2. Amy, if not, Kim will help to secure place

5. 2008 Review Course:

- a. Agreed that it would be a good idea to host a review course again this year, don't want to conflict with Finger Lakes Chapter who is hosting one in March.
- b. Bill Perkins (in absentia) named Chairman of 2008 Review Course Committee.
- c. National has increased the cost per pupil from \$30 to \$70 for printed materials for the course.
- d. It was discussed that Rich Cartright might be developing his own course materials, so we should discuss this with him.

- e. Bill Perkins to talk to Rich about teaching the course again this year, and when he would be available in early August 2008.
- f. Discussion of where to host the course – Cornell or Syracuse University? Kim Stamberger to talk to Pete at SU about possibly hosting it there, else look to Cornell as a back-up.

6. Speakers for upcoming NYPENN meetings:

- a. Dr. Doestchman – if he does not present at the joint CNY AIHA/NYPENN CHMM Meeting, then attendees agreed to have him speak at one of the future meetings.
- b. Other ideas:
 - 1. Clean Harbors – restoration of a river in Maine
 - 2. Dept of Homeland Security – Appendix A List of Chemicals, Top Screens, etc.
 - 3. Field Trip – possibly to Broome County Household Hazardous Waste Facility? [Brian Donnelly]
 - 4. Older ideas from previous meeting minutes:
 - 1. Incident Command System
 - 2. Dave Eikman speak on Energy and Global Warming
 - 3. U of R professor on Natural Resources

7. Corporate Sponsorship:

- a. Letter drafted by John
- b. John still needs to set up sponsorship levels
- c. May need assistance mailing out letters

8. Webpage Updates:

- a. Forms Page - ideas: W-9 Taxpayers Id Form, letterhead
- b. Admin Rights - Stacy suggested others have admin rights as well
- c. Ability to join listserv on website
- d. Unsubscribe mechanism needed on listserv
- e. Welcome Letter to new members – to come from John as President (John needs to be notified when new members are on board)
- f. When paying on-line, paypal should kick you back to website – need to confirm (automatic receipt mailed to recipient from website – Jerry, can this be done or does the treasurer need to send receipt?)

9. NYS Corporation Status:

- a. Stacy reported that we are a corporation – closed issue

10. CHMMunity:

- a. Career Days, Odyssey of the Mind, Science Fairs, Girls in Engineering – group decided to get involved in less time commitment activities instead
- b. Earth Day activities at schools?

11. New Member Recruitment:

- a. Pizza Party for 2008? The group agreed that this would be beneficial, look at hosting at OBG in Syracuse to draw more members from the Syracuse area since their chapter is defunct.

12. New Business:

- a. Webinars instead of traditional setting meetings? John and Bill to explore options – web/phone charges?
- b. Group agreed to keep number of meetings to 5 meetings/year
- c. Dinner at meetings – Tracy requested that the chapter purchase pizza at the dinner meetings since it is consistently a core group of people that attend, drinks would be on your own.
- d. Fiscal year = calendar year
- e. Still need to create officer duty descriptions – send to Julie Harrington
- f. If you incur expenses for the chapter, then send the receipt and description of charges to Stacey Whallon for reimbursement
- g. Treasury Update from Stacy:
 - 1. Not-for-profit 990N E-postcard due to IRS by 5/15
 - 2. If gross receipts are > \$25,000, then there is a different form that needs to be filed. We are under this threshold.

13. Next Meeting:

- a. March 11, 2008 5:00 pm @ Aiello's in Whitney Point

Sign-in sheet attached for points maintenance